



PANHANDLE HEALTH DISTRICT

Healthy People in Healthy Communities

DISTRICT 1 BOARD OF HEALTH MEETING
8500 N. ATLAS ROAD, HAYDEN, IDAHO 83835
January 25, 2007
Minutes

8500 N. ATLAS ROAD
HAYDEN, IDAHO 83835
<http://www2.state.id.us/phd1>

Members Present: Marlow Thompson, Chair
Allen Banks, Ph.D.
Richard McLandress, M.D.

Chris Beck, Vice Chair
Walt Kirby
Dale VanStone

Members Absent: Sharon Connors

Staff Present: Jeanne Bock Annette Duerock Mary DeTienne Jim Fenton
Dale Peck Lora Whalen Mashelle Kenney Dick Martindale

Chairman Thompson called the Board of Health meeting to order at 1:00 p.m.

Review of Minutes—December 14, 2006, Board of Health Meeting - Marlow Thompson

Chairman Thompson asked if there were any corrections or changes to the minutes of the December 14, 2006, Board of Health meeting.

MOTION: Mr. VanStone moved to approve the minutes of the December 14, 2006, Board of Health meeting and the Board of Health meeting schedule for 2007. Seconded by Dr. Banks. All in favor; passed unanimously. Minutes approved as submitted.

Stormwater Presentation – Annette Duerock

- **Panhandle SEEP** - Dick Martindale introduced Annette Duerock and credited her for the success of the Panhandle Stormwater and Erosion Education Program (SEEP). Ms. Duerock has done remarkable work in coordinating community partners and agencies from Idaho's five northern counties in the SEEP Steering Committee.

The concept for the SEEP originated from the construction community with concerns about lack of training for construction site operators. The purpose for the program provides a meaningful level of standards for contractors; facilitates communication between agencies and groups; protects our water resources; and promotes a cultural shift in development practices through education. A practice class will be held on March 14 and 15, and Ms. Duerock invited a representative from the Board to attend.

- **Raingarden Research Classroom – Coeur d'Alene High School**
Ms. Duerock provided photos of examples of the project at the Coeur d'Alene High School using grassed swales and a Stormtreat system as methods of treating stormwater and the efficiencies of treatment.
- **Emerald Gardens - PHD's Hayden Building Grounds**
Ms. Duerock explained that the primary goals when designing this project were to conserve water and reduce landscape demands/maintenance.

Chairman Thompson thanked Ms. Duerock for her dedication and hard work on these programs.

Review of Hearing Officer's Recommendation of the Dennis Appeal – Dale Peck

The Hearing Officer's recommendation to the Dennis appeal is to place a Notice to Tile on the property due to the incorrect placement of a water well less than 100 feet from a septic drainfield system, which does not meet required set-backs.

MOTION: Dr. McLandress moved that the Board uphold the recommended decision by the hearing officer to place a Notice to Title on the Dennis property; seconded by Mr. Kirby. All in favor; passed unanimously. Motion carried.

Discussion: Mr. Peck explained that PHD cannot force removal of the well because it is a private well and there is no state regulation to monitor the water source by PHD or DEQ since it is not a public water source.

Dr. Banks asked for clarification on the regulation that does not allow a well that close to a septic system. Mr. Peck explained that the septic system was installed prior to the regulations (pre-70s). PHD did not have the opportunity to issue a septic permit and ensure that all water sources were within the proper distance of the drainfield. Ms. Stricklin added that it is a public health need to place a Notice to Title on this property for public safety reasons.

Fiscal Report – Jim Fenton

- **LSO Idaho Audit Report FY 04 and 05:** Each Board member received a copy of the Audit Report. The summary indicated that PHD had no findings.

MOTION: Mr. Beck moved to receive the Audit Report, which makes it a matter of public record; seconded by Dr. Banks. All in favor; passed unanimously. Motion carried.

MOTION: Mr. Kirby moved that the Board thank Mr. Fenton and the staff for the hard work and a job well done on the audit; seconded by Dr. Banks. All in favor; passed unanimously. Motion carried.

▪ Monthly Fiscal Report

- Cash balance for the month ending on December 31 was \$3,956,361, a decrease of \$279,834 for the previous month, but an increase of \$329,539 for the fiscal year to date. \$250,000 was cash that came from the Sterling account. The Sterling account is now down to \$20,000.
- Revenues – The second half of the state appropriation was received on January 2. Licenses, Permits and Fees, which is mostly Environmental Health, had a negative variance that included food fees collected last fiscal year. Home Health's negative variance has decreased to \$203,000 with improvements continuing. Family and Community Health Division had a decrease in their negative variance to \$10,858. Grants and Contracts had a positive variance of \$59,033. December Home Health was slightly over budget.
- Personnel expenditures were 6% under budget. The November health insurance premium holiday makes the benefits variance appear more positive.
- Operating expenditures had a \$188,746 positive variance. Communication services reflected a higher than normal rate spent on postage. Fiscal is coordinating a central supply system, which should reduce office supply costs. Postage will be monitored.

Mr. Fenton is working with Jeanne Bock and Division Directors on the revised budget to present at the February Board meeting.

▪ **St. Maries Project Contracts**

- **Architects West Fee** - Mr. Fenton calculated the fee of \$67,500. Initially, the \$67,500 fee was based on a maximum construction price is of \$900,000 for a 6,000 square foot building, however, adding circulation and a meeting room increases square footage to approximately 8,500 square feet. Architects West agreed that the increased square footage would not make a difference in the scope of work. They are agreeable to the \$67,500 fee for the basic scope of work. Additional fees for trips to the site and inspections will apply.

MOTION: Dr. McLandress moved to accept contract fee with Architects West of \$67,500 for the basic scope of work; seconded by Mr. Kirby. All in favor; Mr. Beck abstains. Motion carried.

- **Property Purchase Agreement** – Mr. Fenton provided the Board with the estimated figures for the St. Maries building project. The total cost of the project, which includes the property, construction, demolition of the Spicer building and surveys is projected at \$1,910,000. Chairman Thompson reminded the Board that there may be many possible variables and the figures on St. Maries project sheet are projected estimates.

MOTION: Mr. Kirby moved to approve the property purchase of \$290,000 for the Spicer property and \$100,000 for the Edwards property; seconded by Mr. VanStone. All in favor. Passed unanimously. Motion carried.

- **Topographical Survey** – The topographical survey estimate from Frame and Smetana is \$3,700.

MOTION: Mr. VanStone moved to approve the topographical survey by Frame and Smetana at an estimated rate of \$3,700; Seconded by Mr. Beck. All in favor; passed unanimously. Motion carried.

- **Geotech Survey** – Strata's bid for the geotechnical survey is an estimated rate of \$4,000.

MOTION: Mr. Kirby moved to accept Strata's bid of \$4,000 for the geotechnical survey; seconded by Dr. Banks. All in favor; passed unanimously. Motion Carried.

- **Leuty Building Appraisal** – The estimated fee from Western Appraisals for the appraisal of the Leuty building is \$3,700. If sold now, the Leuty building would not be available for occupancy until the new building is ready; however, Ms. Stricklin suggested that the Leuty building could be sold now and leased back until the new building is ready for PHD occupancy.

MOTION: Mr. VanStone moved to approve the appraisal of the Leuty building at an estimated fee of \$3,700; Seconded by Mr. Kirby. All in favor; passed unanimously. Motion carried.

- **Monuments and Recording** – The monuments and recording fee from Frame and Smatana is \$1,600.

MOTION: Mr. Beck moved to authorize the fee, not to exceed \$1,600, to Frame and Smetana for monuments and recording; seconded by Mr. Kirby. All in favor; passed unanimously. Motion carried.

- **Environmental Inspection** – The Fulcrum Environmental Consulting inspection fee to perform a walk-through of the Spicer building is \$800.

MOTION: Dr. Banks moved to approve funds for Fulcrum Environmental Consulting to perform the environmental inspection, not to exceed \$800; seconded by Mr. Beck. All in favor; passed unanimously. Motion carried.

- **Municipal Funding – Panhandle Area Council Loan/Lease Project** - Mr. Fenton requested that the Board consider a loan/lease from the Panhandle Area Council (PAC) for additional funding needed for the St. Maries project. Since it will take a few months to secure the needed funding, Mr. Fenton would like to begin the application process as soon as possible. PAC requires an attorney opinion letter stating that the lease is legal and a description of the finances of the project to include a non-appropriations clause.

Mr. Beck asked Mr. Fenton how much extra funding would be needed for St. Maries project. Mr. Fenton explained that there is \$971,000 in the building fund. Projected funds from the sale of the Leuty building are projected to be \$200,000, which leaves approximately \$738,000 in funds needed to complete the project.

MOTION: Mr. Kirby moved that the Board authorize Mr. Fenton to proceed with negotiating necessary financing with PAC for the St. Maries project; seconded by Mr. Beck. All in favor; passed unanimously. Motion carried.

Director's Report – Jeanne Bock

▪ St Maries Building Project Update/Senior Meal Site Obligation Proposal

Ms. Bock and Chairman Thompson recommend negotiating with the Benewah County Commissioners for removal of the senior meal site notation on the deed. Ms. Bock recommends offering the county 40% of the net proceeds of the sale of the Leuty building to uphold PHD responsibilities towards the senior meal site. Ms. Bock prepared a letter to the Benewah County Commissioners proposing that PHD receive 60% and the county receive 40% of the net proceeds from the sale. Hopefully this would permanently satisfy the clause on the deed that PHD furnish a permanent meal site for the seniors.

MOTION: Mr. Kirby moved that the Board accept Ms. Bock's recommendation and offer 40% of the net proceeds of the sale of the Leuty building to Benewah County to negotiate out of the senior meal site obligation. Ms. Stricklin and Ms. Bock will collaborate a memo to the Commissioners that will state that the county will receive 40% of the net proceeds of the Leuty building. Seconded by Dr. McLandress.

Discussion: Dr. Banks asked legal counsel if this was a reasonable proposal? Ms. Stricklin stated that it is in order to have the obligation removed from PHD.

All in favor; passed unanimously. Motion carried.

- Ms. Bock prepared letters to the tenants of the Spicer building to inform them of PHD's plans and expectations. It explains snow removal info, maintenance contacts and who to pay rent to. Ms. Bock will send the letter out via return receipt on January 31, 2007.
- Ms. Bock met with the St. Maries staff and discussed a needs assessment with Kent Chadwell.
- Ms. Bock requested that the Board sign a notarized document in lieu of today's minutes to First American Title authorizing the purchase of the property and a document authorizing Chairman Thompson and Ms. Bock as signers on behalf of PHD for the closing documents.

▪ **Legislative Update**

Ms. Bock received a statement of purpose for the Food Establishment Act that Senator Broadsword will carry. Chairman Thompson signed a letter to Representative Loertscher supporting the Board Composition.

- Ms. Bock was invited to sit with Governor Butch Otter in Bonners Ferry on January 30. She will prepare a letter addressing the impact of dissolving of the Department of Administration and Human Resources Department in reference to our communication needs.
- The Environmental Health Code changes are in. Dick Martindale, Terry Harwood and Jerry Mason, met with the Senate Health and Welfare Committee and they voted to approve the rules as written. Then they met with the House Health and Welfare sub-committee and they moved to send the issue to the full House Health and Welfare Committee with no recommendation.
- **Burke Canyon** - The last property owner not in compliance has just complied with Phase 1 of the project—all property owners have submitted written agreements to install systems by mid-summer.

The next Board of Health meeting is scheduled for February 22, 2007. There being no further business, the meeting adjourned at 3:10 p.m.

Adjourn

Marlow Thompson, Chairman Date

Jeanne Bock, Director and Date
Secretary to the Board